

Work Order Number:

EP-R6-11-10

06

SC

B1a1

06GG/0000

10

003.00

Assign due date to right of task heading; two dates separated by slash indicate draft/final.

Mark each task/subtask requested; indicate interim dates if required for subtask.

CHECKLIST FOR B1a1 (TITLE SEARCHES)

Acceptable Quality Level (AQL): One hundred percent (100%) QA/QC is required. Accuracy of final deliverables shall reflect no more than two percent (2%) error rate. Deliverables are received within the agreed-upon delivery date, and Task Order costs are within the amount of the approved work plan.

The contractor shall include in the Title Search report a description of all locations where research was conducted, the holdings of each, available media, and reproduction and authentication costs and requirements.

The contractor shall return all original documents provided for use in conduction the Title Search.

Negative reporting is required for all Title Searches. The contractor shall develop a check list for inclusion in each title search report which shall list all items requested and the results of the search for each item requested, and the address for each public/private office visited.

Task/Subtask

Date Task to be Completed

A. Review and report on all relevant title documents pertinent

03/16/2015

the ownership of the hazardous waste site
for the time period of *(specify date range)*:

1915 - Present

Relevant documents may include:

Tax Records (Current)

Tax Records (Historic) *(specify date range)*:

1915 -

03/16/2015

- ☒ Deeds, Titles
- ☐ Title by descent, title by entry, title of right
- ☒ Property sales / transfers
- ☒ Mortgages, liens (satisfied / unsatisfied)
- ☒ Leases, subleases, real estate contracts, rental agreements
- ☒ Easements, right of way
- ☐ Partition proceedings
- ☐ Special assessments
- ☐ Filed affidavits, judgements
- ☐ Mineral leases

Date: 12/09/2014

Version 2.0

Relevant documents may include (con't from page 1):

- ☒ Chattel mortgages
- ☐ Condemnations
- ☒ Deed restrictions, restrictive covenants
- ☐ Wills, bequests, trusts
- ☒ Foreclosures, bankruptcies
- ☐ Institutional controls filed by USEPA or others
- ☐ Other documents (*specify*)
- ☐ Other documents (*specify*)

B. Analyze contents of title associated information for EPA
use in identifying the following:
(as defined in CERCLA section 107(A):

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- ☐ Current Owner(s)
- ☒ Former Owner(s)
- ☐ Current Operator(s)
- ☒ Former Operator(s)

C. Locate, secure and provide copies of relevant property documents

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- ☐ Paper copies
- ☐ Electronic copies
- ☒ True Certified

Special Instructions: (specify)

D. Conduct Lessee / Operator Searches:

	/	03/16/2015
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☒ Title Documents

03/16/2015

☒ Historic Directories

03/16/2015

☐ Other (*specify*):

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E. Analyze Title records and develop a Chain of Title

	/	03/16/2015
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F. Provide Title Report establishing current ownership, with supporting documents

	/	03/16/2015
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☒ Table Format

03/16/2015

☒ Narrative Format

03/16/2015

Special Instructions: (specify)

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CC: Project File
Work Order File

Date: 12/09/2014